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From: Shroff, Dilnavaz (DPH)
Sent: Wednesday, November 04, 2009 2:13 PM
To: 'rtoschev@unifirst.com'
Cc: Hanchett, James (DPH)
Subject: Unifirst Invoices

Hello,

Today I received 14 invoices from July to October. Some were copies and some were green originals. All the invoices have been paid after I received copies of missing invoices last week from you.

As I understand from Jim Hanchett the invoices are delivered at Amherst along with the coats and he drops off a bunch periodically at Contracts Office in Jamaica Plain. **This is not correct.** There is a **Bill To** box on the invoices with the Jamaica Plain address where the invoices should be sent directly by your agency. In the alternative, we have required our vendors to submit electronic invoices addressed to SLI.Invoices @state.ma.us. This will avoid delay, confusion in delivery of invoices and needless follow up with reminders. All our vendors are on this system.

Also, Jim is going to finalize the names of the personnel to be listed on the invoice, as I understand one person listed there is no longer in service. You will hear from him in this regard.

Please let me know if you have questions in this matter.

Dilnavaz H. Shroff
DPH, Contracts
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